**This application form is for organisations that want to become an SFJ Awards Approved Centre to deliver the CPIW qualification.**

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| **Section 1: Centre Details** | | | | |
| **Organisation name** |  | | | |
| **Full registered office address** |  | | | |
| **Training delivery address**  *if different* |  | | | |
| **General Telephone number** |  | | | |
| **General Email address** |  | | | |
| **Website** |  | | | |
| **Centre/organisation type** |  | Employer |  | FE College |
|  | Private training provider |  | University |
|  | Other  *please specify* |  | |

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| Section 2: Key Contacts | | | |
| Role | Name | Email | Tel |
| Head of Centre |  |  |  |
| Quality Assurance Contact |  |  |  |
| Business Development Contact |  |  |  |
| Finance Contact |  |  |  |
| Centre Coordinator Contact  *(responsible for registering learners and claiming learner certificates)* |  |  |  |
| Other *(please specify)* |  |  |  |

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| **Section 3: New Centre Application** | | | | |
| **Companies house number** |  | **ICO number** |  | |
| **Please provide detailed information about your centre i.e. nature and size of business, which countries do you deliver training in, how do you acquire candidates?** |  | | | |
| **Are you applying for approval for a single Centre or multiple Centres?** | **Single  Multiple**  (If multiple, please provide details below) | | | |
| **Are you working in partnership to provide the qualifications you want to offer?** | **No  Yes**  (If yes, please provide details below) | | | |
| **Are you an approved centre with any other Awarding Organisation?** | **No**  **Yes**  (If yes, please provide 2 EQA reports dated within the last 12 months to show that your centre has been fully compliant with the other AO’s approval criteria. Please provide details in the boxes below) | | | |
| **Awarding Organisation** | **Qualifications approved for** | | **Approved since (date)** |
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| **Have you ever been refused centre status or been suspended by any other Awarding Organisation?** | **No  Yes**  (If yes, please provide details below) | | | |

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| **Section 4: Financial information** | |
| **Invoice/VAT Information** | Please complete and submit the **Finance Form** with your application**.** The Finance form will be sent to you along with this form, or is available from our website here:[**sfjawards.com/centres/become-a-centre**](https://sfjawards.com/centres/become-a-centre/) |

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| **Section 5: Centre Policies.** Please confirm that your centre has the following policies and processes in place. | | | |
| **Policy** | **Supplied?**  **(Y/N)** | **Centre Comments**  (Some of these policies may be combined  into one document, please provide details below if this is the case) | **EQA Comments**  (Please provide a brief description of how centre meets centre approval criteria or not) |
| 1. Appeals (must be separate from the Complaints policy) |  |  |  |
| 1. Complaints (must be separate from the Appeals policy) |  |  |  |
| 1. Health & Safety (and risk assessments) |  |  |  |
| 1. Equal Opportunities/Equality & Diversity |  |  |  |
| 1. Malpractice |  |  |  |
| 1. Maladministration |  |  |  |
| 1. Conflict of Interest (includes a process to identify, monitor and manage any conflicts of interest in assessment outcomes) |  |  |  |
| 1. Confidentiality |  |  |  |
| 1. Data Protection |  |  |  |
| 1. Recognition of Prior Learning |  |  |  |
| 1. Access to Fair Assessment |  |  |  |
| 1. Reasonable Adjustments & Special Considerations |  |  |  |
| 1. Assessment Strategy |  |  |  |
| 1. Internal Quality Assurance (IQA) strategy |  |  |  |

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| Section 6: Management Systems | | | |  |
| **1** | **Criteria** | **Evidence Supplied**  **(Y/N)** | **Centre Comments** | **EQA Comments** |
| 1.1 | How are the Centre’s aims and policies in relation to qualifications supported by senior management and understood by the assessment team, including policies for dealing with malpractice & maladministration, enquiries and appeals/complaints |  |  |  |
| 1.2 | How are the Centre’s access and fair assessment policies and practices understood and complied with by Learners and Assessors? |  |  |  |
| 1.3 | How are the roles, responsibilities, authorities and accountabilities of the assessment and quality assurance teams across all assessment sites are clearly defined, allocated and understood? |  |  |  |
| 1.4 | How is learner, employer and other feedback used to evaluate the quality and effectiveness of qualification provision against the Centre’s stated aims and policies, leading to continuous improvement? |  |  |  |
| 1.5 | What arrangements are in place to ensure the confidentiality of assessment materials |  |  |  |

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| Section 7: Learner Support | | | |  |
| **1** | **Criteria** | **Evidence Supplied**  **(Y/N)** | **Centre Comments** | **EQA Comments** |
| 1.1 | How is information, advice and guidance about qualification procedures and practices provided to Learners and potential Learners? |  |  |  |
| 1.2 | How are learners’ development needs matched against the requirements of the qualification units and an agreed individual assessment plan established? |  |  |  |
| 1.3 | How will learners have regular opportunities to review their progress and goals and to revise their assessment plan accordingly? |  |  |  |
| 1.4 | Will unit certification be made available to learners? |  |  |  |
| 1.5 | How will particular assessment requirements of learners be identified and met where possible? |  |  |  |
| 1.6 | How and when is the Appeals procedure made available to learners? |  |  |  |
| 1.7 | How is learner personal data collected and held in accordance with current Data Protection legislation and Data Privacy laws? Are records held and shared with the explicit consent of the learner? |  |  |  |
| 1.8 | What process is in place to confirm the identity of learners? |  |  |  |

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| **Section 8: Authenticity Statement and Declaration** (mandatory) | | |
| þ | I can confirm that the Centre will meet the requirements set out in the SFJ Awards Approval Criteria | |
| þ | To the best of my knowledge, the information and dates included in this application form are accurate and up to date | |
| þ | We will ensure that for each qualification delivered there is always at least one assessor and one Internal Quality Assurer, who are different members of staff | |
| þ | I am aware that Assessor/IQA criteria evidence will be reviewed in Stage 2 of the approval process (qualification). | |
| þ | I understand that SFJ Awards will hold electronic records of the information provided and may be used for any purpose deemed relevant to the qualification(s) we will be offering | |
| þ | I agree to pay all costs for Centre Approval activity:   * The charge for Stage 1 Approval (centre) is £400 +VAT * The charge for Stage 2 Approval (full qualification approval) is £395 +VAT * The fees are payable whether your application is successful at each stage or not | |
| þ | SFJ Awards conducts several internal quality assurance checks on applications to maintain our high-quality standards, you can find these listed in section 9. By signing below, you confirm that you give permission for these checks to be carried out and that the information provided above is true and current. | |
| **Signed:** | |  |
| **Name:** | |  |
| **Position:** | |  |
| **Date:** | |  |

Please complete and return this application form to [businessdevelopment@sfjawards.com](mailto:businessdevelopment@sfjawards.com)

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| **Section 9: SFJ Internal Use Only** |

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|  | **Yes** | **Not Applicable** | **Details** |
| **Companies house** |  |  |  |
| **ICO number** |  |  |  |
| **Company credit check** |  |  |  |

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| ***Recommendations*:** |  |
| **Business Development** | |
| **Name** |  |
| **Recommendation** |  |

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| **Product Development** | |
| **Name** |  |
| **Recommendation** |  |

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| **Panel Outcome** | **Approved** |  | **Details** |  |
| **Rejected** |  | **Details** |  |

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| Section 10: EQA Use Only | |
| **EQA Name** |  |
| **EQA Email Address** |  |
| **Date of Visit** |  |
| **Duration of Visit** |  |
| **In person / remote** |  |
| **Centre Contact Name** |  |
| **Position** |  |

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| Other EQA comments relating to the Centre’s ability to meet the Approval Criteria | |
| **Evidence supplied by centre that has not been listed in sections 5, 6 or 7** |  |
| **Strengths / Good Practice** |  |

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| Action Plan (Areas for Improvement): *must be Specific Measurable Achievable Relevant Time-bound* | | | | |  |  |  |
| **Action Ref No** | **A** = Action  **R** = Recommendation | **Action Required / Recommendation** | **Centre Approval Criteria Ref No**  **(if applicable)** | **By Whom** | **By When** | **Does the Action affect Centre Approval being recommended (Y/N)** | **If ‘Y’ date completed** |
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1. ion Six: Risk Rating Outcome

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| EQA Risk Rating Outcome: The following factors must be considered in assessing the centre Risk Rating | |
| **Low Risk** | * Centre meets SFJ Awards Compliance requirements. * Very unlikely threat to the security of assessment and quality assurance during the year |
| **Medium Risk** | * Centre substantially meets SFJ Awards Compliance requirements. * Possible threat to the security of assessment and quality assurance during the year |
| **High Risk** | * Centre does not meet SFJ Awards Compliance requirements. * Likely threat to the security of assessment and quality assurance during the year |
| **Rating Outcome based on this EQA Activity** | Low – Centre approval recommended  Medium – Centre approval recommended with actions  High – Centre approval not recommended |

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| **EQA Declaration: I confirm that I have carried out a robust, thorough and accurate review of the Centre** | |
| **Signed** |  |
| **Name** |  |
| **Date** |  |